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Training Liaison Officer, OO

26 October 1951

Administrative Officer, FBID

Proposed Course for Administrative Officers

REF : Training Liaison Officer's Memorandum for the Record, dated 19 October 1951.

1. FBID is keenly interested in the proposal to establish courses for professional level administrative personnel and suggests the following curriculum as one suited to FBID requirements:

A. For new administrative personnel

(1) General

- a. Elementary fiscal and budget theory
- b. Elementary phases of management programs affecting all administrative positions in Agency.
- c. Mores of Government administration
- d. General acquaintanceship with office machines and reproduction facilities
- e. Personnel administration
- f. Introduction to scope of procurement, supplies and services
- g. Techniques of administrative operations

(2) Specific

- a. Instruction in standard Agency operating procedures as applicable to
 - (1) Procurement, property and supply functions
 - (2) Fiscal vouchers
 - (3) Personnel
 - (4) Travel
 - (5) Space
 - (6) Mail and files
 - (7) Other administrative services

B. For presently employed administrative personnel

- (1) Training geared to advanced problems of administration and management, the objective being to develop the employee's ability to think and act like an able administrator. Suggested examples of such training are:

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- a. Case studies of typical management problems
- b. Problems in work simplification
- c. Development of procedural writing
- d. Design and standardisation of forms
- e. Studies in space and office layout
- f. Procedure charting
- g. Employee relations
- h. Studies in organization and methods

(2) Supplementary training for top administrative personnel by participation in such outside courses as:

- a. Eight-week course in Management Problems for Executives given at University of Pittsburgh, Pittsburgh, Pennsylvania
- b. Institute on Employee Communication, American University, Washington, D. C.
- c. Other applicable short-time University or graduate courses.

FOR THE ACTING CHIEF, FBIID



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